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CIA-RDP70-00211R000200100021-4

Reports for Week Ending 25 January 1956
from

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Reports inventories from the Offices of Security and the Comptroller are still outstanding despite the follow up made last week. Verification of the inventories from other Offices is going forward. Thirty-three requirements for reports have been indexed preparatory to setting up case folders and analysis projects. Findings which should be investigated immediately are being called to the attention of area Reports Management Officers. Man-hour costs of inter-office reports are being computed as the inventories are verified. The major Offices and Staffs were requested to compute these costs for intra-office reports. Project is now 30% complete.

Project 6-13 - Dispatch Format and Procedure

No change in project status pending receipt of reply to recommendations from the EX/DD/P. Mrs. Pearson of the Office of Communications inquired about the status of this project. The EXO/COMMO is anxious to put the revised dispatch form in use. I recommend that a follow up in DD/P be made through [REDACTED]. Project is 30% complete. 25X1A9a

Project 6-22 - DD/I Reports Survey

No change in project status. Project is 15% complete.

General Information

- a. Completed the forecast of reports and correspondence management activity for the next six months.
- b. Prepared an interim evaluation report on Employee Suggestion No. 2187, pertaining to a revision of the Office Memorandum format. Final evaluation will depend on the decision of the Bureau of the Budget to revise this form. We propose to discuss improvements in this form with other agencies. If it is their consensus that revisions are appropriate, we will recommend this to the Bureau of the Budget.

[REDACTED] 25X1A9a

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